



*Manpower and Organization*

**AIR FORCE ACTIVITIES RELOCATING TO OR WITHIN THE  
NATIONAL CAPITAL REGION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

This instruction implements AFD 38-2, *Manpower, and Department of Defense Instruction 5305.5, Space Management Procedures, National Capital Region*, May 23, 1966, with Change 1. It provides guidance and procedures for relocating Air Force activities to or within the National Capital Region (NCR). It describes requirements Air Force activities must follow when proposing to relocate to the NCR or increase the manpower authorizations currently located within the NCR.

**SUMMARY OF REVISIONS**

★The limit of appropriated funds for a relocation a unit, organization or activity into or within the NCR is changed from \$50,000 to \$500,000 in paragraph 1. This change is a result of the 1997 DoD Appropriations Act, Section 8027.

**★1. Congressional and Air Force Limitations.** In the National Capital Region (NCR), the Congress closely scrutinizes the size of the Service population, the amount of leased space, and space availability on military installations. Since 1991, Department of Defense Appropriations Acts have limited the use of funds to relocate an organization, unit, or activity into or within the NCR. Currently, the limitation is \$500,000. For waivers to this restriction, the Secretary of Defense must certify to the House and Senate Appropriations Committee chairs that the relocation is in the best interest of the Government. Since the Air Force has a limited supply of administrative space in the NCR, allocation of that space must be performed judiciously according to mission needs. The Air Force will limit the number of organizations and manpower authorizations assigned within the NCR to the absolute minimum.

1.1. Air Force activities reside in the NCR when they:

- 1.1.1. Have been so directed to meet the needs of the President, the Congress, or agency heads.
- 1.1.2. Establish national policies or develop programs for nationwide application.
- 1.1.3. Coordinate, work, or communicate with other headquarters agencies, the Congress, or other Government organizations located in the NCR.
- 1.1.4. Provide direct support to the Air Staff and Secretariat.

**2. Relocation Requirements.** Air Force activities proposing to relocate to the NCR or change their manpower authorizations within the NCR must coordinate their request through command channels. Submit requests to the appropriate Air Staff or Secretariat functional staff agency. Include the following:

- 2.1. Level of the organization, such as, flight, squadron, office.
  - 2.2. Extent of adverse impacts experienced at present location.
  - 2.3. Reason for relocating to the NCR (see paragraph 1.1).
  - 2.4. Savings anticipated by relocating.
  - 2.5. Estimated cost of the move and source of funding.
  - 2.6. Amount of square feet the activity needs.
  - 2.7. Number of manpower authorizations by grade and Air Force specialty code (AFSC).
- 

Supersedes: AFI 38-207, 1 February 1996.  
OPR: SAF/AAX (Maj Les Queen)

Certified by: SAF/AA (Mr. William A. Davidson)  
Pages: 2/Distribution: F

2.8. Number of people relocating with their grades and AFSCs. (For the Air Reserve Component, estimate number of people relocating, excluding grades and specialty codes.)

### **3. Headquarters Air Force:**

3.1. Air Staff and Secretariat functional staff agencies. Staff requests to relocate Air Force activities to the NCR and requests to change manpower authorizations of activities currently located in the NCR. Coordinate requests with the appropriate Headquarters US Air Force offices for Air Force Chief of Staff and Secretary of the Air Force approval. Coordination will include SAF/AA, SAF/LL, SAF/FM, and 11 WG/XPM.

3.2. Office of the Administrative Assistant to the Secretary of the Air Force, Directorate of Plans, Programs, and Budget (SAF/AAX). Advises in the preparation of requests to relocate Air Force activities into or within the NCR on floor space issues. Coordinates requests with the Executive Oversight Board (EOB) and 11th Wing (11 WG). The EOB is the Air Force forum to review and resolve floor space issues in the NCR.

3.3. 11th Wing, Plans Directorate, Manpower Division (11 WG/XPM). Advises on manpower authorization issues in the preparation of requests to relocate Air Force activities to the NCR.

### **4. Terms Explained:**

4.1. Administrative Space. Any space used for offices, storage, or specialized use.

4.2. Communication Systems. Systems that consist of senders (such as, telephones, faxes), physical channels (such as, switches and wires), and receivers of data communications (such as, telephones, faxes).

4.3. Computer Systems. Systems that include computer hardware, software, and people used to process data into useful information.

4.4. Leased Space. Any space used by, but not held "in fee" by the Air Force (for example, General Services Administration-controlled space, space permitted to the Air Force by another federal agency, or space directly leased by the Air Force).

4.5. National Capital Region (NCR). Area encompassing the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities in Maryland or Virginia within the geographic boundaries of the combined area of such counties. Defined in Title 40, United States Code, Section 71.

4.6. Relocation Costs. All costs associated with relocating the activity; for example, permanent change of station cost, moving cost of furniture and equipment, cost of necessary construction, communications-computer systems, and local area network connectivity.

WILLIAM A. DAVIDSON  
Administrative Assistant